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MEMORANDUM FOR: Members of the Women's Advisory Panel

SUBJECT : Minutes of the April 1974 Meeting of the  
WAP

1. The Women's Advisory Panel held its April meeting

STATINTL

[REDACTED]

was to enable the members to look at and analyze as a group a sizeable amount of data on women in the Agency.

STATINTL

2. [REDACTED] chaired the session and seven members of the panel were present. (Attachment A) The data on women supervisors which was requested [REDACTED] was studied and the findings are being summarized. A run on personnel separations requested [REDACTED] was discussed and a summary of conclusions is being prepared.

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STATINTL

[REDACTED] presented a report on Agency training which provided comparative statistics on training opportunities for men and women. The report was discussed and approved and is now being finalized.

STATINTL

3. [REDACTED] analyzed some of the data listing men and women by their specific position titles for the purpose of determining which jobs were deadended for

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women. Not all of the data was available for analysis.

4. Objectives of the Women's Advisory Panel for CY 1974 were discussed and those agreed to are attached. (Attachment B)

5. A draft of ground rules for WAP membership was submitted [ ] for discussion and those rules agreed to by the panel are attached. (Attachment C) Ms.

[ ] volunteered to draft a rotation schedule for membership.

6. It was generally agreed that the Women's Advisory Panel will publish a periodic newsletter--frequency to be determined--for distribution to all employees. Pending DCI approval the publication would include statistical data on women in the Agency--percentages only--, changes or reinterpretations of Agency rules and regulations which would be of interest to women, new developments in other agencies concerning women, and progress and activities of the WAP. It was suggested that the first issue include a questionnaire soliciting interest in 1) attending a general meeting in the auditorium with the WAP members on the stage to answer questions, 2) becoming a member on the WAP, 3) submitting specific questions for the WAP to address. [ ] volunteered to draft a sample questionnaire.

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STATINTL

7. It was agreed by all participants that the [redacted] was very productive as well as enjoyable and that at least two such sessions should be scheduled each year. This environment provides an excellent opportunity to discuss difficult, complex problems freely and openly because of the informality and relaxation of time pressures. It also enabled the panel members to become better acquainted with each other.

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8. Two panel members joined the group for the [redacted]

STATINTL

[redacted]  
DDI/OSR

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Attachment A

WOMEN'S ADVISORY PANEL

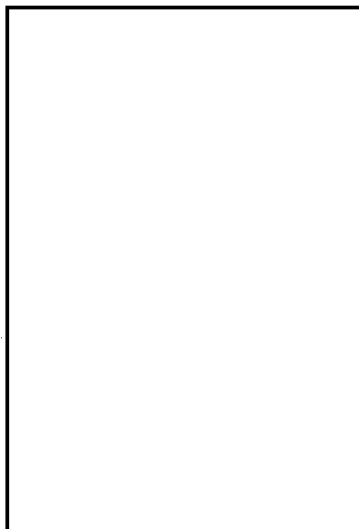
APRIL 15-17, 1974

LIST OF ATTENDEES

STATINTL

Chairwoman:

Members :



DCI/IG

DDI/OER

DDI/OSR

DDM&S/OMS

DDM&S/OP

DDO/WH

DDS&T/ODE

DDS&T/OWI

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Attachment B

Objectives for CY1974

Women's Advisory Panel

There are several areas where the Women's Advisory Panel plans to effect changes in CY1974. Some specific objectives are:

1. To identify areas where women are not now being used but could and should be. Once identified--to recommend that women be considered for these jobs.
2. To hire more professional women--i.e. to increase the percentage of women vs. men.
3. To complete a study on college graduates in non-professional jobs in the Agency.
4. To compile and monitor information on the status of women from other government agencies for comparison purposes.

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Attachment C

Ground Rules for Membership

on the

Women's Advisory Panel

As it is a primary goal of the Women's Advisory Panel to improve the lot of all women in the Agency, it is necessary to establish ground rules for membership to ensure that all groups of women are represented on the panel. It is very important that the members of this panel can and will influence change in the working conditions for Agency women. The following rules or guidelines are an initial attempt to establish criteria for WAP membership.

1. The Women's Advisory Panel will consist of a chairperson, three members (female or male) from each Directorate, and one member from the Office of the DCI.
2. The chairperson will be chosen by the Director of Central Intelligence and will serve for as long as he so directs.
3. Members will serve for 18-month periods, a new member being selected from each Directorate

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every six months. When a new member is to be selected, the chairperson will request nominations from each Deputy Director and will specify criteria for this selection.

4. The Women's Advisory Panel will consider the following factors in choosing members:
  - a. The ratio of professional to non-professional personnel on the panel will be approximately two to one.
  - b. Attention will be paid to representing minority races on the panel.
  - c. If possible, one of the members from the DDM&S will be from the Office of Personnel.
  - d. Members must express an interest in working on the problems of women in the Agency.
  - e. Immediate supervisors of panel members must recognize that each member will be required to devote time to duties of the Women's Advisory Panel.

Proposed Agenda for April WAP Meeting

STATINTL

[REDACTED] 16 & 17 April 1974

1. Draft CY-74 objectives for the Women's Advisory Panel

STATINTL

2. Discuss ground rules for WAP membership - initial draft having been prepared [REDACTED]

3. Discuss WAP newsletter or progress report - quarterly, semiannual, or annual

4. Study and analyze machine runs of data on:

a. Grade distribution

b. Supervisors

c. Time in grade

d. Separations

e. EOD

f. Training

ILLEGIB

g. Positions - dead end



1. Members of the WAP will be women. At least 2/3?
2. The WAP will consist of a chairman, 2 members chosen from each Directorate by the Deputy Director of that Directorate, plus two members chosen at large. (How?)
3. The chairman will be chosen by the Director of Central Intelligence and will serve for as long as he so directs.
4. Two members will be chosen by each Deputy Director to represent his Directorate.
5. Members from a Directorate will be appointed for 18 month periods, a new member being chosen every nine months. The Chairman, WAP, will notify each Deputy Director when a new member needs to be appointed and will specify criteria for this appointment.
6. Criteria
  - a. Available time
  - b. Interest in problems
  - c. Prof. versus non-prof. status
  - d. Racial balance